

Lester B. Pearson
School Board

Commission scolaire
Lester-B.-Pearson

MANUAL OF POLICIES, PROCEDURES AND BY-LAWS

FOOD & NUTRITION POLICY

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Food Service and Nutrition Education
Mission Statement

The Lester B. Pearson School Board is proactive in its ultimate goal of providing its students and communities with nutrition guidelines and the ability to make wise food choices. The Food Service and the Nutrition Education Program will provide Lester B. Pearson School Board students with a foundation for a healthy life of learning.

Introduction

The Lester B. Pearson School Board recognizes that healthy eating during childhood and adolescence promotes optimal health and contributes to physical and intellectual development into adulthood. A comprehensive school health approach can help students attain their full educational potential and good health by providing them with the skills, social support and environmental reinforcement they need to adopt lifelong healthy eating habits. Nutrition should be an integral part of a student's education at every grade level and be consistent with the comprehensive school health approach. A healthy lifestyle, which includes eating nutritious foods, should be fostered and promoted in all schools and centres.

This policy responds to the fact that today's population is suffering from a variety of chronic health problems due to poor nutrition. Childhood obesity, Type 2 diabetes, heart disease, food allergies, eating disorders such as anorexia nervosa and bulimia, and poor dental health are on the increase. This policy also reflects society's current concerns with food consumption (content and quality), our environment and specifically food production.

1. Objectives

The Food and Nutrition Policy applies to all Lester B. Pearson School Board schools and centres, services and programs within school hours.

- 1.1. To create an optimal state of nutrition awareness in the learning environment, and to educate students that choosing nutritious foods every day will improve their learning and living capabilities.
 - 1.1.1. To define the qualitative and quantitative requirements of foods offered in the different food services of the school board ie. Cafeteria, caf-mobile, snack bars, vending machines, caterers, etc.
 - 1.1.2. To offer the student a balanced meal giving about one-third of the daily nutrient requirements (see Addendum A).
 - 1.1.3. To encourage the student to try new foods and add a variety to their meals.
 - 1.1.4. To provide the student with healthier alternative selections to high fat, high sugar and empty calorie foods.
 - 1.1.5. To enhance the teaching of nutrition education in elementary and secondary schools by providing the necessary nutritional education support to the teaching program.
 - 1.1.6. To provide nutrition education projects promoting healthy food habits in all schools and centres.
 - 1.1.7. The Food and Nutrition Policy may be used as a guideline for the adult sector to encourage healthy lifestyles.
- 1.2. To regulate, as much as possible, the preparation and distribution of all foods whether purchased, sold or donated in the schools and centres.
- 1.3. To ensure food quality, quantity and variety, under safe and sanitary conditions, and to make it available at reasonable prices.
 - 1.3.1. To offer nourishing and appetizing foods à la carte to enable the student to supplement his/her lunch brought from home.

1.3.2. To define the responsibilities of the school board, the caterer and others concerned in the application of this present policy.

2. Environment

- 2.1. When students are present, all partners (sponsors, donors and volunteers) in the school community have a responsibility in promoting and providing healthy foods in LBPSB schools and centres. The “school community” includes but is not limited to the classroom, the daycare, the school, the home, the school board, volunteer committees, extra-curricular activity groups, local businesses, churches, CLSC and health centres, as they affect student life.
- 2.2. All partners should model healthy lifestyles when on school grounds. Parents are encouraged to provide their children with a healthy breakfast before school and to send nutritious foods to school as snacks, lunches or for special events.
- 2.3. The school/centre provides a lunch period in a designated area(s).
- 2.4. The School Board supports teacher-based initiatives that promote healthy eating, according to the Food & Nutrition Policy.
- 2.5. The School Board promotes positive messages concerning healthy food choices.
- 2.6. Whenever possible, the school/centre will avoid associating food with a reward system.
- 2.7. Cafeterias will promote the objectives of optimum health and wise choices at reasonable prices.
- 2.8. For in-school celebrations, holidays, end-of-school-year festivities and other special occasions, every effort should be made to include nutritious foods, as per the *Food and Nutrition Policy Specifications*.

3. Education

- 3.1. School Board Dietitians will provide educational, nutrition-based projects, tools and programs to support the curriculum and to increase the knowledge of the students, educators and parents in all schools and centres about good nutrition.

- 3.2. Nutrition education will include but not be limited to promoting and explaining wise food choices. This may include understanding portion control, food labels and advertising in order to ensure the minimum daily consumption of essential nutrients and to establish lifelong eating habits.

4. Food Preparation and Distribution

- 4.1 The safe preparation, storage and distribution of all foods destined for consumption by students must comply with the Food Safety Guidelines as developed from the Ministère d' Agriculture, Pêcheries et Alimentation du Québec (MAPAQ) and/or the Ville de Montréal's sanitation regulations.
- 4.2 The Department of Food Service and Nutrition Education will be consulted in the building, renovating or equipping of all cafeterias
- 4.3 The criteria for food selection, quality, quantity and frequency are determined by the *Food and Nutrition Policy Specifications* drawn up by the Lester B. Pearson School Board dietitians using Canada's Food Guide, Dietitians of Canada guidelines and the Canadian Heart and Stroke Foundation guidelines.
- 4.4 The application of the *Food and Nutrition Policy Specifications* is regulated by the Department of Food Service & Nutrition Education.
- 4.5 Menu and recipe revisions will promote variety and take into account the introduction of new foods and seasonal products.
- 4.6 Caf-Mobile or Hot lunch Programs may be offered to elementary schools and must comply with the Food Policy and MAPAQ regulations.
- 4.7 Healthy choices will be made available whenever possible for all youth, adults and the students of the adult and vocational centres.
- 4.8 *Nut-controlled Environment*
- 4.8.1 Some elementary schools may choose to provide, within their capabilities, an environment which is nut-controlled. This is a decision made by the individual school communities.

- 4.8.2 *Red Dot Program* - Although every effort is made to serve products without nuts, it is possible that some products sold in the high school and centre cafeterias “may also contain traces of nuts or nut by-products”. These are products that are pre-packaged or pre-prepared and purchased from outside companies. These products will be identified with a red dot. The red dot poster will be prominently displayed where these products are sold. The students are expected to read labels carefully and ask questions about pre-packaged foods for their own health and safety. (see Addendum D).
- 4.8.3 Food being distributed in the schools for any occasion should be individually wrapped and clearly identified to avoid cross-contamination.
- 4.9 The food produced and served at the Pearson School of Culinary Arts located in the Pearson Adult and Career Centre is governed by the curriculum requirements and specifically excluded from the constraints of clauses 4.2, 4.3 and 4.4.
- 4.10 *Food Service Contracts*
- 4.10.1 All food service contracts must comply with the *Food and Nutrition Policy*, which is the basis for all food preparation and distribution.
- 4.10.2 All food service contracts must include the *Maximum Selling Price List*, which will be revised and approved annually by the Council of Commissioners.
- 4.11 *Government Grants and Subsidies*
- 4.11.1 Government grants and subsidies for food and milk are approved annually by the Council of Commissioners.
- 4.11.2 Subsidized foods will only be sold within the normal hours of the student daily schedule.
- 4.12 All school communities and Governing Boards are asked to consider the Food and Nutrition Policy when fundraising is involved.

Addendum A

Definitions

(i) Food Service Contract

The Food Service Contract applies to the main outside food service provider, as adopted by resolution of the Council of Commissioners. The Food and Nutrition Policy is a main component of contract.

(ii) The daily nutrient requirements

The “daily nutrient requirements” refer to the amount of each nutrient that is needed to maintain good health. Therefore, a meal should provide approximately one-third of the daily requirements.

(iii) Food and Nutrition Specifications

The “Food and Nutrition Specifications” are a supplemental document created from current nutrition research and modifications may be made as nutritional updates are published by the Canadian Health Authorities. For this reason, the Specifications may be modified by the department of Food Service and Nutrition Education and therefore are not part of the Food & Nutrition Policy.

The “Food and Nutrition Specifications” are to be used in the implementation of the Food Service contract for the criteria of foods eligible to be served.

Addendum B

Responsibilities

Council of Commissioners

To initiate the review of the Food Policy

To develop, in subcommittee with Administration, the proposed text.

To adopt the final Food and Nutrition Policy

To approve annually by resolution the price list of cafeteria foods and the distribution of milk and edibles in disadvantaged schools.

Department of Food Service and Nutrition Education

To employ both food technicians and dietitians to administer this policy.

- Food technicians: to implement, control and evaluate the policy.
- Dietitians: to create, implement, and evaluate all educational aspects of the policy according to current health standards and the Quebec Education Plan (QEP).

Department of Financial Services

To allocate the government grants destined for *mesures spéciales* by the Ministère de L'Éducation, du Loisir et du Sport (MELS) and the Comité de Gestion de la Taxe Scolaire de l'Île de Montréal (CGTSIM).

Department of Equipment Services

To carry out the necessary maintenance to ensure the safety and sanitation of the physical plants including walls, ceilings, floors, hoods, ventilation and grease traps in each school.

School / Centre administrators

To implement the policy in their school communities.

Teachers and support staff

To promote the objectives of the Food and Nutrition Policy.

Parent-volunteer groups

To consider and encourage the objectives of the Food and Nutrition Policy in the planning and organization of activities for the benefit of the students.

The Ministère d'Agriculture, Pêcheries et Alimentation du Québec (MAPAQ) and the Ville de Montréal

To regulate all food distribution in Québec.

Addendum C

References

MAPAQ - <http://www.mapaq.gouv.qc.ca/fr/accueil>

Eating Well with Canada's Food Guide- http://www.hc-sc.gc.ca/fn-an/food-guide-aliment/index_e.html

Food Safety Guidelines - Fight Bac – www.fightbac.org

Dietitians of Canada – www.dietitians.ca

Heart & Stroke Foundation – Health Check Program www.healthcheck.org

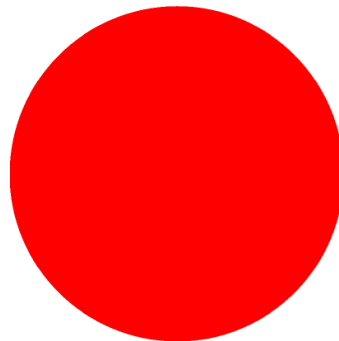
Price List - <http://www.lbpsb.qc.ca/foodservices/food%20policy>

Addendum D

FOOD SERVICE AND NUTRITION

Red Dot Program

The red dot on the outer wrapping of a food product indicates the food
**MAY CONTAIN TRACES OF
NUTS or NUT BY-PRODUCTS.**



The onus is on the student to be proactive by inquiring about the ingredients of all foods. The red dot acts as a warning symbol to alert the student with allergies to a
POSSIBLE THREAT.
The absence of a red dot does not guarantee that the food is nut-free.

Addendum E

Food and Nutrition Policy Specifications updated January 31, 2013

These specifications may be modified as nutritional updates are published by the Canadian Health Authorities.

Food	Recommendations
Main plate A – meat, poultry, fish, eggs, legumes	<ul style="list-style-type: none"> • can include 85% lean meat, organ meat, poultry, fish, egg, legumes • total protein = 18 g minimum (see NOTES 1 & 2) or per serving: 2 ½ oz of cooked meat, poultry, fish or 2 eggs or 175ml legumes • 20g fat (15% or 3g from saturated and trans fat) for the plate (calculation to include the meat or alternative, the starch and the vegetable) • ≤ 1200 mg sodium (in order to include tastier veggie side dish) • Must be served with a serving of vegetables (other than potatoes). There should be a choice between at least 2 vegetables (cooked or raw). <p>FREQUENCY: Main dish A and/or B: offer 2 choices daily</p>
Main plate B- casserole	<ul style="list-style-type: none"> • Casserole type dish made with potato, rice or pasta and protein food (meat, poultry, fish, eggs, cheese, etc.) • total protein = 18 g minimum (see NOTES 1 & 2) or per serving: 2 oz of cooked meat, poultry, fish or 2 eggs or 175ml legumes or 150g tofu or 2 oz cheese • 20g fat (15% or 3g from saturated and trans fat) for the plate (calculation to include the meat or alternative, the starch when applicable and the vegetable) • ≤ 1200 mg sodium (in order to include tastier veggie side dish) • ≥ 2g fibre • Must include a serving of vegetables (other than potatoes) <p>FREQUENCY: Main dish A and/or B: offer 2 choices daily</p>
Main plate C	<ul style="list-style-type: none"> • 50-75g bread • total protein = 18 g minimum (see NOTES 1 & 2) or per serving: 2 oz of cooked meat, poultry, fish or 2 eggs or 175ml legumes or 150g tofu or 2 oz cheese • 20g fat (15% or 3g from saturated and trans fat) for the plate (calculation to include the meat or alternative, the starch when applicable and the vegetable) • ≤ 1200 mg sodium (in order to include tastier veggie side dish) • ≥ 2g fibre • Must be served with a serving of vegetable. <p>FREQUENCY: must serve at least one option at the price indicated on the price list as a meal C</p>

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Vegetable, raw	<ul style="list-style-type: none"> • 125 ml portion or 1 medium • 250 ml (1cup) portion for leafy vegetables <p>FREQUENCY: Offer daily</p>
Vegetable, cooked	<ul style="list-style-type: none"> • 125 ml portion • $\leq 3g$ fat(15% from saturated and trans fat) • ≤ 480 mg sodium <p>FREQUENCY: Offer daily</p>
Prepared side salads (vegetable based)	<ul style="list-style-type: none"> • 125 ml portion • $\leq 5g$ fat (2g or less from saturated and trans fat) • ≤ 480 mg sodium <p>FREQUENCY: Offer a variety each day.</p>
Prepared side salads (starch and /or legumes based)	<ul style="list-style-type: none"> • 125 ml portion • $\leq 5g$ fat (2g or less saturated and trans fat) • ≤ 480 mg sodium <p>FREQUENCY: Offer a variety each day.</p>
High protein side salads	<ul style="list-style-type: none"> • ≥ 6 g of protein • ≤ 10 g of fat(2g or less saturated and trans fat) • ≤ 650 mg sodium • Must be accompanied by an educational tag: "to make this a complete meal add...." approved by the school board.
Starch: Potato or substitute (pasta, rice, couscous, etc.)	<ul style="list-style-type: none"> • 125 ml (80g) portion • ≤ 480 mg sodium • To be served with an entrée <p>FREQUENCY: Offer a variety.</p>
Julienne Potatoes → (baked "fries")	<ul style="list-style-type: none"> • an extra starch portion can be purchased with a main plate for an extra charge <p>FREQUENCY: To be served 1x per week with a main plate (main dish and vegetable)</p>
Fruit, fresh	<ul style="list-style-type: none"> • Whole or in pieces • 125 ml portion or 1 medium or min. of 80g • Variety offered <p>FREQUENCY: Min. of 2 choices offered daily at recess and lunch (fresh or canned)</p>
Canned fruit	<ul style="list-style-type: none"> • Canned in its own juice or "lite" syrup if available • 100-125 ml portion
Dried Fruit or fruit paste or sauce	<ul style="list-style-type: none"> • 100% pure (no sugar added)
Juice	<ul style="list-style-type: none"> • 100% pure (no sugar added) • 200 ml and 355 ml portion on counter only (200ml option must be available at all times) • 500 ml portion for vending machine only • Pre-packages, individual portion
Milk	<ul style="list-style-type: none"> • Pre-packaged, individual portion • Skim, 1% MF or 2% MF; 200 ml or 500 ml • Chocolate milk; 200 ml only

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Fortified Soy Beverage	<ul style="list-style-type: none"> • ≤ 20g sugar per 250 ml • ≤ 1.5g sat. fat per 250 ml
Yogurt	<ul style="list-style-type: none"> • 2 % MF or less • Variety of flavors • Plain or with fruit: 100-125g (125 ml) minimum • Drink (liquid type): 200 ml minimum • 55 mg or 5%DV calcium or more
Whole Grain Breads (If a whole grain option is available this must be offered.)	<ul style="list-style-type: none"> • Sliced 50-75g • Crusty type roll: Individual, commercial type or cooked 50-75g • Pita bread or tortilla: 6-9" diameter • Bagel: Individual, commercial type or cooked, 80-115g
Soup	<ul style="list-style-type: none"> • Defatted meat or vegetable broth, including pasta and/or vegetables, legumes, rice • Cream soup • Potage • 6 oz (170ml) • ≤ 2g fat (15% or 0.5 g or less from saturated and trans fat) • ≤ 650 mg sodium if homemade or canned
Sandwich	<ul style="list-style-type: none"> • 2 pieces sliced whole wheat bread, 7-10" diameter tortilla, crusty type roll, pita bread or bagel • Total protein 18g or per servings: 2 oz of cooked meat, poultry, fish or 2 eggs or 175ml legumes or 150g tofu or 2 oz cheese • For sandwiches containing eggs: the maximum amount of sat. fat will be evaluated per item. • ≤ 20g fat • ≤ 960 mg sodium
Fruit jelly	<ul style="list-style-type: none"> • Gelatin type dessert, made with pure juice (min. 60 ml ¼ cup with vitamin c added so that it offers 18 mg vitamin C per serving) • 125 ml (4oz) portion • Method: To maintain vitamin integrity, boil water and stir with powder, cool slightly. Add cold juice.
Milk pudding	<ul style="list-style-type: none"> • Ready to eat or commercial • Must be made with milk (min. of ¼ cup 2% MF, 1% MF or skim milk per serving so that it offers at least 55 mg or 5%DV calcium) • 125 ml portion
Milk dessert (cooked tapioca, rice pudding)	<ul style="list-style-type: none"> • Must be made with milk (min. of ¼ cup 2% MF, 1% MF or skim milk per serving so that it offers at least 55 mg or 5%DV calcium) • 125 ml portion
Cheese	<ul style="list-style-type: none"> • Cheddar type or equivalent (pre-wrapped) <ul style="list-style-type: none"> ○ 20% or less M.F ○ 55 mg or 5%DV calcium or more ○ 480 mg sodium or less ○ 30-50 g • Cream cheese (individual portions) <ul style="list-style-type: none"> ○ 18 g ○ 20% or less M.F.

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Hard boiled egg	<ul style="list-style-type: none"> • Medium size or larger • 20-30g
Ice cream Iced Milk Frozen Yogurt	<ul style="list-style-type: none"> • Individual portion (pre-packaged) ex. cone, sandwich or sundae • Selection to be approved annually by the school board • Commercial 100 ml • Source of calcium (55mg or 5%DV calcium or more)
Tea, coffee	<ul style="list-style-type: none"> • Only offered to adults and students of the adult and vocational sectors
Dessert	<ul style="list-style-type: none"> • Sold at lunch only • Cake: 6x8x3 cm or 5x6x5 cm piece • Cookie: 30g to 50g • Muffin: 55g to 100g • Brownies: 6x4x3 cm • Crispy rice square: 6x8x5 • Granola bar: 30g to 50g (identify with a red dot when applicable) • Danish, brioche, croissant: 10x7x6 • Etc. <p>FREQUENCY: 2 different options daily and one remaining item from the previous day will be considered as the 3rd option</p>
Snacks: Baked goods	<ul style="list-style-type: none"> • Sold anytime • $\leq 7g$ total fat with $< 2g$ sat. fat and $0g$ trans fat • Fibre $\geq 2g$ • $\leq 10g$ sugar • Cookie: 30g to 50g portion • Muffin: <ul style="list-style-type: none"> ○ Bran, fruit, whole wheat, oatmeal ○ 55g to 100g portion ○ muffins with a sugar content up to 13g as long as all other criteria are met. • Granola bar (identify with a red dot when applicable) <ul style="list-style-type: none"> ○ Oatmeal, raisin (non coated) ○ 30g to 50g
Snacks: Salty	<ul style="list-style-type: none"> • Includes pretzels, popcorn, crackers, snack mix, mini rice cakes, etc. • $\leq 30\%$ fat ($\leq 15\%$ from saturated and trans fat) per serving • ≤ 480 mg of sodium • Plain, no sugar coated • $\leq 50g$ portion • Whole grain crackers • Identify with a red dot when applicable
Cereal	<ul style="list-style-type: none"> • Oatmeal, cream of wheat, bran, shredded wheat type, etc. • Whole grain, individual portion • 125 ml (30-50g) • $< 8g$ Sugar • Fibre $\geq 2g$

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Butter, margarine, oil	<ul style="list-style-type: none"> • Individual portion (package): 5-7g • Non-hydrogenated margarine (bulk for production) and for individual portion • Use vegetable cooking oils that can withstand high heat (e.g. canola, corn, soybean, sunflower) • Use mono and/or polyunsaturated oils (like olive oil, canola, etc...) for dressings, marinades, etc...
Honey and jam	<ul style="list-style-type: none"> • Individual portion • 15 ml
Water	<ul style="list-style-type: none"> • Source, non-carbonated, minimum salts
Small entrée/breakfast food items and snacks	<ul style="list-style-type: none"> • $\leq 13g$ fat • $\geq 6g$ of protein • ≤ 650 mg of sodium • To be served at breakfast and recess only
Jamaican Patties	<ul style="list-style-type: none"> • $\leq 13g$ fat • $\geq 6g$ of protein • ≤ 650 mg of sodium • 2 times per week (Tuesdays and Thursdays) • To be served recess only
Encouraging new foods consumption and promotional activities (MELS)	<ul style="list-style-type: none"> • 1 /month • New recipes/foods (multicultural, seasonal, etc)
Prohibited items Youth Sector	<ul style="list-style-type: none"> • Candy • Commercial cookies with icing, chocolate coated, "sandwich" type • Commercial snack cakes • Fruit drinks • Gum • Chips (fried) • Donuts • Slush • Poutine • Pogos • Sugar coated cereals • Sugar coated items such as: peanuts, nuts, popcorn • No beverage with high caffeine • Deep fried foods • Any food item that does not meet the above criteria
Restricted Items	<ul style="list-style-type: none"> • Chocolate $\leq 70\%$ cocoa, the first ingredient should not be sugar • Popsicles • Soft drinks • Sports drinks • Commercial hot chocolate made with water • Donut holes • FREQUENCY: in moderation

NOTE 1: Protein: 18g = 16 g for entrée + 2g average for the vegetable

NOTE 2: Any vegetable used for calculation of protein on a “plate” will be considered to provide 2 g of protein, no matter its original protein content

Phase in:

Existing food items, excluding meals, that have only one criteria that does not comply to the Food and Nutrition Policy Specifications will fall into a “phase-in” category.

Process:

1. The School Board will issue a letter to the caterer requesting that the product complies with the Food and Nutrition Policy Specifications.
 2. The caterer will then request from their suppliers that the product be considered for modifications.
 3. The caterer will have an action plan with time line and deadlines.
 4. All written correspondence between caterer and supplier to be kept on file at the school board.
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